



## HEARING OFFICER/BUREAU COUNSEL

The New Jersey Department of the Treasury, Division of Purchase & Property, seeks to fill a Hearing Officer position, as well as several Bureau Counsel positions, in its operation located in Trenton, New Jersey. The Hearing Officer is a member of the Director's Office staff who prepares final agency decisions for the Director's signature on vendor protests of procurement contracts prior to the final award. This position also responds to appeals of decisions of the Contract Compliance and Audit Unit. The quasi-legal Bureau Counsel positions report through an Assistant Director and will review pre-contract award procurement issues for compliance with law, regulation and precedent. Both positions will provide constructive assistance to the procurement units and specialists in the development of procurement strategies and RFP/RFQ specifications; prepare responses to letters of inquiry or assertion from various entities on a wide variety of subjects pertaining to the work of the Division. The Hearing Officer position will also provide effective assistance to the Director on special projects as required. In addition, the selected candidates will also coordinate the Division's responses to proposed legislation that may impact the Division and work with Division personnel to produce bill comments and fiscal impact statements.

### REQUIREMENTS:

**Education:** Bachelor's degree from an accredited college or university. A Juris Doctor degree and NJ State Bar membership is preferred.

### Experience:

**Hearing Officer** - Three (3) years of experience involving legal or legislative research, drafting of rules, regulations, legislation, amendments, and/or the interpretation of statutes. The desired Hearing Officer candidate will have at least ten (10) years of this experience, (3) years of which is in public procurement law.

**Bureau Counsel** – Three (3) years involving legal or legislative research, drafting of rules, regulations, legislation, amendments, and/or the interpretation of statutes in public procurement or regulatory law.

The ideal candidate, for either position, will have excellent writing skills; a strong work ethic including the ability to manage a diverse workload against performance metrics; solid customer service skills; and the ability to effectively communicate with a variety of agency officials and vendor representatives. Candidates are **required** to provide writing samples as part of the application process.

Salary is commensurate with education and work experience. A comprehensive benefits package is offered as well.

**NOTE FOR FOREIGN DEGREES:** Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.

**RESIDENCY REQUIREMENT:** In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to obtain New Jersey residency within one (1) year of employment. For more information, please visit: <http://lwd.dol.state.nj.us/labor/lwdhome/njfirst/NJFirstMenu.html>.

If you are qualified and interested in either of these positions, please send your cover letter, resume and writing sample, **via email only, by May 10, 2017. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.**

NJ Department of the Treasury  
Division of Administration/Human Resources Employment Recruiter  
Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)  
(Please use either "HO" or "Counsel" in Subject Line)

***New Jersey is an Equal Opportunity Employer***